



King County
CORRECTIONAL HEALTH SECTION MANAGER
PUBLIC HEALTH- SEATTLE & KING COUNTY
Jail Health Services
Annual Salary Range \$84,747.73 to \$107,422.85
Job Announcement No.: 03RM3596
OPEN: 7/23/03 CLOSE: 7/30/03

WHO MAY APPLY: This career service position is open to King County career service employees, executive branch regular exempt employees, and current probationary employees who achieved career service status in a previous position.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Human Resources at (206)296-4903 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: *King County Correctional Facility & Regional Justice Center*

WORK SCHEDULE: This full time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE: The responsibilities of this position are to direct the daily operations of the Jail Health Services section located at the King County Correctional Facility and the Regional Justice Center. An incumbent in this unique position ensures that operations are in compliance with the National Commission on Correctional Health Care standards to preserve accreditation for medical services at the County's correctional facility.

Essential Duties Include:

1. Develop, prioritize and implement correctional health care program goals and objectives; collaborate with staff, colleagues and division director in developing and implementing new program initiatives; analyze information to plan program changes or make recommendations to department administration to meet program goals.
2. Lead the strategic, business and program planning of the Jail Health Services Section including the development of annual work plans. Once developed, lead the organizational changes necessary to align financial and human resources to achieve the goals, oversee progress towards those goals and make necessary changes, advocate for resources for goal implementation and coach managers in goal implementation.
3. Organize, manage and control correctional health care service delivery scheduling; evaluate staffing patterns to ensure adequate and efficient staffing to meet program and department goals.
4. Supervise and mentor the Jail Health Services Senior Management team, including Site Managers, Medical Officer, Dentist, Jail Infection Control/Employee Health Coordinator, CQI and Patient Discharge Coordinator, Jail Nurse Trainer, and Administrative staff.

5. Identify correctional health care needs and make recommendations for new programs; collaborate with other health care providers to determine how best to meet the needs of the program.
6. Administer labor agreements; represent the department in labor management relations.
7. Participate in budget planning; prepare budget; routinely evaluate and analyze expenditures and revenues; justify budget needs.
8. In conjunction with Public Health Human Resources Section, responsible for all aspects of personnel management in Jail Health Services including recruiting, hiring, developing, evaluating, and retraining a skilled and diverse public health workforce. Conduct employee grievance hearings and approve and/or recommend disciplinary action up to and including termination. Assure tracking systems are in place for performance evaluations, continuing education requirements, employee orientation, temporary employee work hours, training, and out of class/special duty assignments. Ensure adequate and appropriate staffing, per NCCHS accreditation requirements, for both of the 24/7 facilities.
9. Maintain a safe and secure working environment that complies with OSHA/WISHA standards.

QUALIFICATIONS:

- Knowledge of program management and systems analysis, preferably in a correctional setting or detention environment.
- Knowledge of program development through the exploration of new funding streams and negotiation with local governmental administration and other relevant parties.
- Knowledge of public health principles and practices.
- Knowledge of budget development, establishing budget priorities, sound budget principles, and fiscal management.
- Skill in the supervision and mentoring of staff.
- Skill in directing the work of a multidisciplinary staff.
- Knowledge of the principles and practices of labor relations and labor contract negotiations.
- Skill in managing a 24/7 healthcare provider program.
- Analytical skills.
- Presentation skills.
- Problem solving and conflict resolution skills.
- Communication (oral and written) skills.

DESIRED QUALIFICATIONS:

- Master's degree in Public Health, Business, Health Administration, Public Administration or related field strongly preferred.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

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UNION MEMBERSHIP: non- represented

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